



**General Services Administration
Federal Acquisition Service**

**Authorized Multiple Award Schedule 874
Mission Oriented Business Integrated Services
Schedule Price List**

**Contract Number
GS-10F-0057N**

**Contract Period of Performance
November 4, 2002 – November 3, 2017**

Through Modification PS-0028 dated February 4, 2014

ManTech Advanced Systems International, Inc.
12015 Lee Jackson Memorial Hwy, Suite 800
Fairfax, VA 22033-3300
Attn: Jeromy Block
Tel: 703-218-6440
Fax: 703-814-4201
Large Business
<http://www.mantech.com/>

On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.



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SPECIAL ITEM NUMBERS

874-1/874-1RC INTEGRATED CONSULTING SERVICES

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

874-7/874-7RC – INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

- All phases of program or project management, from planning to close
- Operational/administrative business support services in order to carry out program objectives

CUSTOMER INFORMATION**1. Special Item Numbers (SINs)**

Mission Oriented Business Integrated Services (MOBIS)	
SIN	Title
874-1	Integrated Consulting Services
874-1RC	Integrated Consulting Services – Recovery Purchasing
874-7	Integrated Business Program Support Services
874-7RC	Integrated Business Program Support Services – Recovery Purchasing

This contract shall only be used for the services listed. Inappropriate use of the contract for other than Mission Oriented Business Integrated Services may subject the contractor/agency to penalties provided by statute and regulation.

2. Maximum Order:

The maximum order limit for this contract is \$1 million. Notwithstanding this limit, agencies may place and ManTech may honor orders exceeding this limit in accordance with FAR 8.404. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order. This maximum order value is the suggested renegotiation point whereby agencies should seek additional concessions if orders exceed this amount. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within five (5) days, with written notice stating the contractor's intent not to ship the item (or items) called for and the reason. Upon receiving this notice, the Government may acquire the supplies or services from another source. For purchase card orders exceeding the maximum order value, ManTech will provide written notice within 24 hours after receipt if we intend to decline the order.

3. Minimum Order:

\$100 unless ManTech agrees to accept a smaller order amount. When the Government requires supplies or services by this contract in an amount less than \$100, the Government is not obligated to purchase, nor is ManTech obligated to furnish those supplies or services under the contract. However, if the Government places such orders, they shall be deemed accepted by ManTech, unless returned to the ordering office within 5 workdays after receipt by ManTech.

4. Geographic Coverage (Delivery Area): Domestic only**5. Points of Production:**

All items listed herein are domestic end products, from designated countries under the Trade Agreements Act or are U.S. made end products.

6. Discount from List Prices: Government net prices (discounts already deducted)



7. **Quantity discounts:** None offered
8. **Prompt payment terms:** None; Net 30 days
- 9a. **ManTech accepts the Government Commercial Purchase Card up to the micro-purchase threshold.**
- 9b. **ManTech also accepts the Government Commercial Purchase Card for amounts over the micro-purchase threshold provided that the dollar value does not exceed the purchasing activity's established limit.**
10. **Foreign Items:** None
- 11a. **Time of delivery:** Specified on the Task Order
- 11b. **Expedited Delivery:** Based on client requirements
- 11c. **Overnight and 2-day delivery:** Based on client requirements
- 11d. **Urgent Requirements:**
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the contractor in writing.) If the contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.
12. **F.O.B. Points:** Destination
- 13a. **Ordering Address:**
ManTech Advanced Systems International, Inc.
12015 Lee Jackson Memorial Hwy, Suite 800
Fairfax, VA 22033-3300
Attn: Jeromy Block
Phone: (703) 218-6440 Fax: (703) 814-4201
- 13b. **Ordering Procedures:**
The organizations listed below may place orders under this contract.
- (1) Executive Agencies
 - (2) Other Federal Agencies
 - (3) Mixed-Ownership Government corporations
 - (4) The District of Columbia
 - (5) Government Contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1
 - (6) Other activities and organizations authorized by statute or regulation to use GSA as a source of supply

14. **Payment Address:**
ManTech Advanced Systems International, Inc.
12015 Lee Jackson Highway
Fairfax, Virginia 22033-3300
Attn: Accounts Receivable
15. **Warranty Provision:** N/A
16. **Export Packing Charges:** N/A
17. **Terms and Conditions of Government Purchase Card Acceptance:**
ManTech Advanced Systems International, Inc. accepts the provisions of Section 552-232-77 regarding the terms and conditions for acceptance of the Government Commercial Purchase Card.
18. **Terms and conditions of rental, maintenance, and repair:** N/A
19. **Terms and conditions of installation:** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from the list prices:** N/A
- 20a. **Terms and conditions for any other services:** N/A
21. **List of service and distribution points:** N/A
22. **List of participating dealers:** N/A
23. **Preventive maintenance:** N/A
24. **Special attributes such as environmental attributes, (e.g., recycled contents, energy efficiency, and/or reduced pollutants):** N/A
25. **Data Universal Number System (DUNS) Number:** 139627525
26. **ManTech Advanced Systems International, Inc. is registered in the Central Contractor Registration (CCR) Database:** Registered CAGE Code: 5N741
27. **Types of Orders:**
Both firm fixed-price and time and materials task orders are acceptable under this contract.
28. **Security Requirements:**
In the event security requirements are necessary, the ordering activities may incorporate in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

29. Contract Administration for Ordering Offices:

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (1) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.).

30. Purchase of Incidental, Non-Schedule Items:

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and the price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

31. Subcontractors:

Subcontractors are to be included on task orders under the schedule price list labor categories and rates when possible. Upon the approval of the ordering agency, subcontractors may be included as off-schedule costs if their services are not suitable under the contract labor categories as listed herein.

32. Travel & Other Direct Costs (ODC):

ManTech may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does not apply to travel and per diem charges.

For travel and ODC's costs, ManTech will follow the Federal Travel Regulations or Joint Travel Regulations, as applicable. As documented within ManTech's disclosure statement for each Business Unit, ManTech will apply applicable indirect rates to travel and/or ODC costs per our disclosure statements.

33. Differentials/Allowances:

The rates included herein do not include Cost of Living Allowances or Site Differentials, nor do they include Housing or Relocation Costs. These costs, to include overtime pay and shift differentials shall be negotiated separately on a case-by-case basis with the ordering agencies. Additionally, the rates do not include Hazardous Duty Pay or Sea Duty/Isolated Duty. These costs shall also be negotiated separately on a case-by case-basis with the ordering agencies.

34. Overtime:

ManTech observes all overtime pay requirements of the Fair Labor Standards Act of 1938, as amended. Thus all employees who are subject to the law's wage and hour provisions (that is "non-exempt" employees, such as administrative personnel and certain technicians) will receive compensation for approved overtime in accordance with those provisions. In states that have established other overtime standards, applicable legal requirements will be observed.

35. Defense Priorities and Allocations System Requirements:

For task orders issued under this schedule, ManTech recognizes the Defense Priorities and Allocations System Requirements regulation, reference DFAR 252.211-15.

**36. Liability for Injury or Damage:**

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

37. Industrial Funding Fee:

The Industrial Funding Fee is included in the labor rates and the products awarded under this Schedule. The IFF does not apply to off-schedule items such as travel, materials, and other direct costs.

38. Service Contract Act:

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

**MOBIS SCHEDULE PRICE LIST**

SIN 874-1/874-1RC Integrated Consulting Services; 874-7/874-7RC Integrated Business Program Support Services.

GSA Labor Category	ManTech Site Rates	Government Site Rates
SUBJECT MATTER EXPERT 8	\$346.40	\$346.40
SUBJECT MATTER EXPERT 7	\$294.92	\$294.91
SUBJECT MATTER EXPERT 6	\$241.29	\$241.29
SUBJECT MATTER EXPERT 5	\$240.03	\$220.62
PROGRAM MANAGER 7	\$240.03	\$220.62
ENGINEER 8	\$224.07	\$204.66
ANALYST 8	\$188.62	\$173.38
SUBJECT MATTER EXPERT 4	\$200.03	\$183.86
PROGRAM MANAGER 6	\$200.03	\$183.86
ENGINEER 7	\$185.30	\$169.14
ANALYST 7	\$182.55	\$167.42
SUBJECT MATTER EXPERT 3	\$146.71	\$134.86
PROGRAM MANAGER 5	\$146.71	\$134.86
ENGINEER 6	\$146.71	\$134.86
ANALYST 6	\$137.36	\$126.25
TECHNICAL SPECIALIST 6	\$137.36	\$126.25
SUBJECT MATTER EXPERT 2	\$123.55	\$113.56
PROGRAM MANAGER 4	\$123.55	\$113.56
ENGINEER 5	\$123.55	\$113.56
ANALYST 5	\$113.14	\$104.00
TECHNICAL SPECIALIST 5	\$113.14	\$104.00
SUBJECT MATTER EXPERT 1	\$104.43	\$96.00
PROGRAM MANAGER 3	\$104.43	\$96.00
ENGINEER 4	\$104.43	\$96.00
ANALYST 4	\$96.00	\$88.25
TECHNICAL SPECIALIST 4	\$96.00	\$88.25
PROGRAM MANAGER 2	\$87.10	\$80.06
ENGINEER 3	\$87.10	\$80.06
TECHNICIAN 5 *	\$99.67	\$78.48
ANALYST 3	\$80.17	\$73.69
TECHNICAL SPECIALIST 3	\$80.17	\$73.69
ADMINISTRATOR 5	\$80.17	\$73.69
PROGRAM MANAGER 1	\$73.34	\$67.42
ENGINEER 2	\$73.34	\$67.42
TECHNICIAN 4 *	\$99.67	\$78.48
ANALYST 2	\$66.79	\$61.40
TECHNICAL SPECIALIST 2	\$66.79	\$61.40
ADMINISTRATOR 4	\$66.79	\$61.40
ENGINEER 1	\$59.25	\$54.47
TECHNICIAN 3 *	\$80.45	\$63.39



GSA Labor Category	ManTech Site Rates	Government Site Rates
ANALYST 1	\$51.67	\$47.49
TECHNICAL SPECIALIST 1	\$51.67	\$47.49
ADMINISTRATOR 3	\$51.67	\$47.49
TECHNICIAN 2 *	\$71.92	\$56.63
ADMINISTRATOR 2 *	\$51.79	\$39.79
TECHNICIAN 1 *	\$64.05	\$50.47
INTERN 2	\$27.08	\$24.88
ADMINISTRATOR 1 *	\$42.58	\$31.67
INTERN 1	\$22.19	\$20.39
* SCA Labor Categories		

**SCA MATRIX**

SCA Eligible Contract Labor Category	SCA Equivalent Code	WD Number	WD Rate	Proposed Government Site Rate	Proposed ManTech Site Rate
Technician 5*	30084 - Engineering Technician IV	WD 05-2103 (Rev.-12)	\$35.64	\$77.02	\$97.81
Technician 4*	30084 - Engineering Technician IV	WD 05-2103 (Rev.-12)	\$35.64	\$77.02	\$97.81
Technician 3*	30083 - Engineering Technician III	WD 05-2103 (Rev.-12)	\$28.79	\$62.21	\$78.95
Technician 2*	30082 - Engineering Technician II	WD 05-2103 (Rev.-12)	\$25.72	\$55.58	\$70.58
Technician 1*	30081 - Engineering Technician I	WD 05-2103 (Rev.-12)	\$22.92	\$49.53	\$62.85
Administrator 2*	01311 - Secretary I	WD 05-2103 (Rev.-12)	\$18.07	\$39.05	\$50.82
Administrator 1*	01051 - Data Entry Operator I	WD 05-2103 (Rev.-12)	\$14.38	\$31.08	\$41.79
<p style="text-align: center;">Area: District of Columbia Statewide</p> <p style="text-align: center;">Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's</p> <p style="text-align: center;">Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford</p>					
<p>"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."</p>					



LABOR CATEGORY DESCRIPTIONS

LEVEL 23

SUBJECT MATTER EXPERT 8: SME 8

Functional Responsibility: The Subject Matter Expert 8 is a senior professional possessing unique credentials in an esoteric field that are not readily accessible either nationally or worldwide. The individual acts as an advisor and provides support to complex and critical efforts that require scarce and highly specific investigative or leadership capability. The position requires the ability to identify underlying business, management, scientific, technical, programmatic, operational, and policy issues, and to provide expert analysis, assessment, and recommended courses of action for major programs/projects. Responsibilities relate to business, management, research, technology assessment, concept formulation, development or production, and include advising senior level/executive level personnel on high level, highly complex topics. This includes preparing and/or presenting client and industry/association briefings of innovative business, technological or strategic goals. Generally the Subject Matter Expert level 8 has attained the highest levels of recognition as an authoritative source of expertise within the business or scientific community.

Education and Experience: The position requires a Doctorate Degree and seventeen years of experience in a specific and scarcely populated field. A master's degree and nineteen years, or a Bachelor's Degree and twenty years of related and similar experience may be substituted.

LEVEL 22

SUBJECT MATTER EXPERT 7: SME 7

Functional Responsibility: The Subject Matter Expert 7 is a senior professional who possesses in-depth, demonstrated, and recognized expertise in a highly specialized, esoteric field. The individual possess unique credentials that are not readily available nationally, and supports complex and critical efforts by providing unique subject matter expertise in specific business, functional, technical, professional or policy areas. The position requires the ability to identify underlying business, management, scientific, technical, programmatic, operational, and policy issues, and to provide expert analysis and recommended courses of action for major programs/projects. Responsibilities relate to business, management, research, technology assessment, concept formulation, development or production, and include advising senior level/executive level personnel on high level, highly complex topics, within a specific sphere of expertise; conducting expert analysis and providing assessment and recommended courses of action to major program/project activities. May be called upon to prepare and or present high-level briefings of innovative technological or strategic goals. Generally the Subject Matter Expert 7 has attained high levels of authority and recognition as a source of specialized expertise within the business or scientific community.

Education and Experience: The position requires a Doctorate Degree and seventeen years of experience in a business, management, scientific, engineering, operational, technical, policy, or professional, discipline. A Master's Degree and nineteen years of related experience, or a Bachelor's Degree and twenty years of similar experience may be substituted.

LEVEL 21**SUBJECT MATTER EXPERT 6: SME 6**

Functional Responsibility: The Subject Matter Expert 6 is a senior professional with unique credentials and provides expert advisor/contributions in complex and critical efforts. The individual must be skilled in providing unique, subject matter expertise in specific functional, technical, professional or policy areas of the project. Responsibilities include: investigating or identifying business, scientific, technology, engineering, operational, professional and/or policy issues; conducting expert analysis of these issues; and providing expert advice in support of major programs/projects. Assignments may require independent action, leading and/or guiding the efforts of peers, leading or collaborating with top level working groups and personnel involved in high level, highly complex efforts. The individual may be called upon to provide inputs, prepare and/or present high-level briefings of an innovative business, management, and technological or strategic nature. Generally the Subject Matter Expert Level 6 is broadly recognized as an authoritative, trusted source of expertise within the business or scientific community.

Education and Experience: The position requires a Doctorate Degree and seventeen years of related specialized experience in a business, management, scientific, engineering, operational, technical, policy, or professional, discipline. A Master's Degree and nineteen years or a Bachelor's Degree and twenty years of related similar experience may be substituted.

LEVEL 20**SUBJECT MATTER EXPERT 5: SME 5**

Functional Responsibility: The Subject Matter Expert 5 is a senior professional with unique credentials who acts as an advisor in complex and critical efforts. The individual provides subject matter expertise in specific business, management, functional, technical, professional or policy areas of the project. Responsibilities include: identifying issues; conducting expert analysis and assessment of these issues; and providing expert advice to major program/project leaders. May act independently, support, lead, or guide high level complex efforts or preparation of complex products. May be called upon to provide inputs, prepare and/or present high-level briefings of innovative technological or strategic goals. Generally the Subject Matter Expert 5 has attained significant recognition as an authoritative source of expertise within a specific business or scientific area.

Education and Experience: The position requires a Doctorate Degree and seventeen years of experience in a scientific, engineering, operational, technical, policy, or professional discipline. A Master's Degree and nineteen years, or a Bachelor's Degree and twenty years of related experience is required.

PROGRAM MANAGER 7: PM 7

Functional Responsibility: The Program Manager 7 has extensive experience in managing complex multidisciplinary business, advanced technology, research or development programs. Serves as the primary contract manager and authorized interface with the client's management personnel, staff members, and customer representatives. Recruits/retains/assigns staff and subject matter experts as appropriate for perform tasks. Responsible for developing cost projections, controlling and reporting cost, formulating and enforcing work standards, assigning staff work schedules, reviewing and resolving work discrepancies, supervising personnel, and

communicating policies, purposes, and goals of the organization to subordinates. Maintains liaison and direction of lower level managers, business and technical staff. Responsible for leading cross-functional technical teams, using engineering staff effectively, using skills to achieve program results, and is responsible for managing overall contract performance. Performs enterprise-wide integration planning and interfaces to other functional systems.

Education and Experience: Position requires a doctorate degree in scientific, engineering, business, organizational or a related discipline and seventeen years of experience. A master's degree in the fields described above and nineteen years of experience, or a bachelor's degree and twenty years of experience may be substituted.

ENGINEER 8: E 8

Functional Responsibility: The Engineer 8 provides the highest authoritative engineering leadership and consultation. Leads research effort to transform overall business, physical and engineering concepts into requirements and specifications leading to complete system feasibility studies and implementation of the design and development of major complex programs. Supervises and guides efforts of less experienced engineers. Extracts business, engineering operational requirements from the user community and establishes system requirements. Prepares, implements and validates cost estimates for business or engineering systems. Uses knowledge and experience to direct the achievement and/or supervise the design, acquisition, installation, operation and maintenance of equipment and systems. Assures consistency of overall effort. Uses specialized knowledge of reliability and maintainability to direct efforts to minimize life cycle costs of finished products.

Education and Experience: Position requires a bachelor's degree in engineering or a related scientific or technical discipline, and at least twenty years of related technical and management related experience in business, engineering, ILS, communications, operations and/or mission-critical systems experience. A master's degree in the fields described above with nineteen years of related experience may be substituted.

LEVEL 19

ANALYST 8: AN 8

Functional Responsibility: The Analyst 8 provides the highest authoritative analytic leadership and consultation. Responsibilities include supervising and guiding efforts of less experienced personnel. Extracts operational requirements from user community and establishes system requirements using analysis of the needs of the user to determine functional and cross-functional requirements and related costs. Performs function allocation to identify required tasks and their interrelationships. Carries out design analysis to transform overall requirements and architecture to a complete engineering design. Has sufficient knowledge and experience with typical business, management or technical disciplines to effectively lead or perform systems analysis effort. Serves as the principal author of analytic studies, analyses, and reports required to effect business improvements. Provides supervision or guidance to analysts and technicians as they work on detailed designs, development, building and testing. Assures consistency of overall effort. Has specialized knowledge of reliability and maintainability to minimize life cycle costs of finished products.

Education and Experience: Position requires a master's degree in a related business, management, scientific, or technical discipline and at least seventeen years of related experience. A bachelor's degree with eighteen years of related experience may be substituted.

LEVEL 18**SUBJECT MATTER EXPERT 4: SME 4**

Functional Responsibility: The Subject Matter Expert 4 is a senior professional with unique expertise who acts as an advisor on complex and critical efforts in specific business, management, functional, technical, and professional or policy areas. Responsibilities include: identifying and/or responding to business, management, scientific, engineering, operational, professional and policy issues; conducting expert analysis and assessment of these issues; and providing expert advice regarding major program/project activities. Activities include acting independently or leading and guiding the efforts of business, scientific, engineering, operational, technical, policy and professional level personnel in high level, highly complex efforts. May be called upon to provide inputs, prepare and or present high-level briefings of innovative business management, technical or strategic goals. Generally the Subject Matter Expert has attained certification or industry recognition as a source of specialized expertise.

Education and Experience: The position requires a Doctorate Degree and fourteen years of experience in a business, management, scientific, engineering, operational, technical, policy, or professional discipline. A Master's Degree and sixteen years, or a Bachelor's Degree and seventeen years of related similar experience may be substituted.

ENGINEER 7: E 7

Functional Responsibility: The Engineer 7 provides highly authoritative engineering leadership and consultation. Leads research effort to transform overall business, physical and engineering concepts into requirements and specifications leading to complete system feasibility for the design and development of major complex programs. Supervises and guides efforts of less experienced engineers. Extracts business, engineering operational requirements from the user community and establishes system requirements. Carries out design work to transform overall requirements and business, management or technical specifications into a complete design. Prepares, implements and validates cost estimates for business or engineering systems. Uses knowledge and experience to achieve or supervise the design, acquisition, installation, operation and maintenance of equipment and systems. Assures consistency of overall effort. Uses specialized knowledge of reliability and maintainability to direct efforts to minimize life cycle costs of finished products.

Education and Functional Qualifications: Position requires a Master's degree in engineering, or a related discipline and sixteen years of business, management, engineering, ILS, communications, operations, and/or mission-critical systems experience. A Bachelor's degree in the fields described above and seventeen years of related experience may be substituted.

PROGRAM MANAGER 6: PM 6

Functional Responsibility: The Program Manager 6 is experienced in managing complex multidisciplinary advanced technology and research programs. Serves as the primary contract manager and authorized interface with client management personnel, staff members, and customer representatives. Responsible for developing cost projections, controlling and reporting cost, formulating and enforcing work standards, assigning staff work schedules, reviewing and resolving work discrepancies, supervising personnel, and communicating policies, purposes, and goals of the organization to subordinates. Maintains liaison and direction of lower level Program Managers, business and technical staff. Responsible for leading cross-functional business, management or technical teams; using staff effectively;



employing management and engineering skills to achieve program results, and is responsible for overall contract performance. Performs enterprise-wide integration planning and interfaces to other functional systems.

Education and Experience: Position requires a master's degree in a scientific, engineering, business, organizational or related discipline and sixteen years of experience. A Bachelor's degree in the fields described above and seventeen years of experience, or twenty years of experience without a degree may be substituted.

LEVEL 17

ANALYST 7: AN 7

Functional Responsibility: The Analyst 7 provides high-level expert analytic leadership and consultation in business planning and improvement. Responsibilities include supervising and guiding efforts of less experienced personnel. Extracts operational requirements from user community and establishes system requirements using analysis of user needs to determine functional and cross-functional requirements and related costs. Performs function allocation to identify required tasks and their interrelationships. Has extensive knowledge and experience with typical business, management or technical disciplines to effectively lead or perform systems analysis effort. Provides supervision or guidance to analysts and technicians as they work on detailed designs, development, building and testing. Assures consistency of overall effort. Has specialized knowledge of reliability and maintainability to minimize life cycle costs of finished products.

Education and Experience: Position requires masters' degree in a related scientific, technical or business discipline and at least sixteen years of position-related experience. A bachelor's degree with seventeen years of related experience, or twenty years of related experience without a degree may be substituted.

LEVEL 16

SUBJECT MATTER EXPERT 3: SME 3

Functional Responsibility: The Subject Matter Expert 3 is a senior professional with unique credentials who acts as an advisor on complex and critical efforts in specific business, management, functional, technical, and professional or policy areas. Responsibilities include: identifying or responding to business, management, scientific, engineering, operational, professional and policy issues; conducting expert analysis and assessment of these issues; and providing expert advice regarding major program/project activities. Activities include acting independently or leading and guiding the efforts of business, scientific, engineering, operational, technical, policy and professional level personnel in high level, highly complex efforts. May be called upon to provide inputs, prepare and or present high-level briefings on innovative business, management, technical or strategic topics. Generally the Subject Matter Expert has attained recognition as a reliable source of specialized expertise within the business or scientific communities.

Education and Experience: The position requires a Doctorate Degree and ten years of experience in a scientific, engineering, operational, technical, policy, or professional discipline. A Master's Degree and twelve years, or a Bachelor's Degree and thirteen years of related similar experience may be substituted.

PROGRAM MANAGER 5: PM 5

Functional Responsibility: The Program Manager 5 is experienced in managing multidisciplinary business, technology or research programs. Serves as the contract manager and authorized interface with the client management personnel, staff members, and customer representatives. Develops cost projections, controls and reports cost, formulates and enforces work standards, assigns cost allocations and work schedules, reviews and resolves work discrepancies, supervises personnel, and communicates policies and goals of the organization to subordinates. Maintains liaison and direction of lower level managers, business and engineering staff. Leads cross-functional technical teams, and uses business, management and technical staff effectively. Uses management skills to achieve program results, and is responsible for overall contract performance.

Education and Functional Qualifications: Position requires a bachelor's degree in business, management, engineering, or related discipline and thirteen years of systems experience. A master's degree in the fields described above and twelve years of experience, or seventeen years of experience without a degree may be substituted.

ENGINEER 6: E 6

Functional Responsibility: The Engineer 6 provides authoritative engineering leadership and consultation. Supervises and guides efforts of less experienced engineering personnel. Extracts business and technical operational requirements from user community and establishes system requirements. Carries out design work to transform overall requirements and specifications into a complete design. Has sufficient knowledge and experience with business and engineering systems to effectively lead engineering efforts. Prepares, implements and/or validates cost estimates for business or engineering systems. Provides guidance to engineers and technicians as they work on detailed designs, development, building and testing. Assures consistency of overall effort. Has specialized knowledge of reliability and maintainability to achieve minimized life cycle costs of finished products.

Education and Experience: Position requires a Master's degree in engineering or a related scientific or technical discipline, and at least twelve years of experience. A bachelor's degree in the fields described above with thirteen years of related experience, or seventeen years of related experience without a degree may be substituted.

LEVEL 15**ANALYST 6: AN 6**

Functional Responsibility: The Analyst 6 provides expert analytic leadership and consultation in business planning and improvement efforts. Duties require use of structured analysis, design methodologies and tools. Responsibilities include supervising and guiding efforts of less experienced personnel. Responds to business and technical operational requirements of user community and establishes system requirements by analyzing user needs to determine functional and cross-functional requirements. Performs function allocation to identify required tasks, interrelationships, and related cost. Applies in-depth knowledge and experience with typical business, management and technical systems to effectively lead systems analysis effort. Provides guidance to analysts and technicians as they work on detailed designs, development, building and testing. Assures consistency of overall effort. Has specialized knowledge of reliability and maintainability to minimize life cycle costs of finished products.



Education and Experience: Position requires a bachelor's degree in a related scientific, technical or business discipline and at least thirteen years of position-related experience. A master's degree with twelve years of related experience, or seventeen years of related experience without a degree may be substituted.

TECHNICAL SPECIALIST 6: TS 6:

Functional Responsibility: The Technical Specialist 6 provides senior specialized business, technical and analytic efforts in focused support disciplines including but not limited to program/project management, training, documentation, technical writing, network technology, communications and graphics. Leads related technical evaluation business, management and engineering projects with regard to defining, and implementing technical requirements. Provides daily technical consultation to business managers, and is capable of providing technical supervision and direction to assigned staff.

Education and Experience: Position requires a bachelor's degree and thirteen years of related. Experience, or seventeen years of related experience without a degree may be substituted.

LEVEL 14

SUBJECT MATTER EXPERT 2: SME 2

Functional Responsibility: The Subject Matter Expert 2 is responsible for implementing, establishing, supporting and/or providing specialized guidance on business, management, scientific, operational, engineering, technical, policy, and professional issues. Responsibilities include participating, advising, leading or guiding the efforts of personnel in high-level, highly complex efforts. Makes recommendations, contributes to, prepares and/or presents briefings of innovative business, management, technology, operational initiatives, policy formulation, professional or strategic goals. Acts independently or leads teams to support the definition and execution of projects. Uses broad-based knowledge and experience to assure consistency of overall team efforts. Uses highly specialized knowledge of reliability and maintainability to minimize life cycle costs of finished products. Provides narrow band, highly specific studies on a wide range of topics.

Education and Experience: The position requires a Doctorate Degree and six years of experience in a scientific, engineering, operational, technical, policy, or professional discipline. A Master's Degree and eight years, a Bachelor's Degree and nine years of related experience, or thirteen years of related experience without a degree may be substituted.

PROGRAM MANAGER 4: PM 4

Functional Responsibility: The Program Manager 4 serves as a business and technical contract manager and maintains interface with client management and technical personnel, staff members, and other customer representatives. Maintains liaison and directs of lower level leaders and personnel, and business and technical staff. Formulates and enforces work standards, assigns resources and staff, prepares and assures adherence to cost budgets, approves work schedules, reviews work, resolves discrepancies, supervises personnel, and communicates policies, purposes, and goals of the program to subordinates. Performs program wide planning and integration.

Education and Experience: Position requires a bachelor's degree and nine years of business, engineering, communications and/or mission-critical systems experience. A master's degree in

the fields described above and eight years of related experience, or thirteen years of related experience without a degree may be substituted.

ENGINEER 5: E 5

Functional Responsibility: The Engineer 5 provides engineering leadership and consultation. May supervise and guide efforts of less experienced engineering personnel. Extracts operational requirements from user community and establishes business or technical system requirements. Carries out design work to transform overall requirements and specifications into a complete design. Has sufficient knowledge and experience with business, management and engineering systems to effectively perform or lead efforts. Prepares, implements, validates and/or follows cost estimates for business or engineering systems. Provides guidance to engineers and technicians as they work on detailed designs, development, building and testing. Assures consistency of overall effort. Has specialized knowledge of reliability and maintainability to implement efforts to minimize life cycle costs of finished products.

Education and Experience: Position requires a bachelor's degree in engineering, business, or a related scientific or technical discipline, and nine years of related experience. A master's degree in the fields described above with eight years of related experience, or thirteen years of related experience without a degree may be substituted.

LEVEL 13

ANALYST 5: AN 5

Functional Responsibility: The Analyst 5 provides analytic leadership and expertise in evaluating operational requirements of the user community and establishing system requirements. Analyzes user needs and performs functional analysis. Provides guidance to system analysts and technicians. Assures consistency of overall efforts in terms of meeting technical, schedule and cost targets. Applies specialized knowledge of reliability and maintainability to minimize life cycle costs of finished products. Duties require use of structured analysis, design methodologies and tools, and may include supervision of personnel.

Education and Experience: Position requires a bachelor's degree in a related scientific, technical or business related discipline with at least nine years of related experience. A master's degree in the fields described above with eight years of related experience, or thirteen years of related experience without a degree may be substituted.

TECHNICAL SPECIALIST 5: TS 5:

Functional Responsibility: The Technical Specialist 5 supports business, technical and analysis efforts in specialized support disciplines including but not limited to program/project management, training, documentation, technical writing, network, communications and graphics. Evaluates business, management and engineering projects with regard to technical requirements. Provides daily supervision and direction to assigned staff.

Education and Experience: Position requires a bachelor's degree and at least nine years of related experience, or thirteen years of related experience without a degree may be substituted.

LEVEL 12**SUBJECT MATTER EXPERT 1: SME 1**

Functional Responsibility: The Subject Matter Expert 1 serves as a senior client advisor for agency programs and projects. Responsibilities include participating, advising, leading or guiding the efforts of personnel in high level, highly complex efforts. Makes recommendations, contributes to, prepares and/or presents briefings of innovative business, management, technology, operational initiatives, policy formulation, professional or strategic goals. Elicits requirements for strategic programs from the user community and may define business, management, or technical projects. Will use broad-based knowledge and experience to advise or lead personnel or teams in the design, acquisition, installation, operation and maintenance of equipment and systems. Provides advice on overall team efforts. Performs highly specific studies within a focused range of topics.

Education and Experience:

Position requires a master's degree in business, management, engineering or a related scientific or technical discipline, and five years of related experience. A Bachelors degree in the fields described above and six years of related experience, or ten years of related experience without the degree may be substituted.

PROGRAM MANAGER 3: PM 3:

Functional Responsibility: The Program Manager 3 serves as the Project Manager responsible for leading a complex task order or a group of task orders affecting business or technical system development activity. Works with the client contracting officers and representatives, management personnel, staff and customer representatives. Responsible for formulating and enforcing work standards, assigning resources and staff, preparing and adhering to cost budgets, approving work schedules, reviewing work, resolving discrepancies, supervising personnel, and communicating policies, purposes, and goals of the project to subordinates. Is responsible for the overall management of specific projects or task orders and ensures that the technical solutions, schedules and project deliverables specified in the task order are implemented in a timely manner.

Education and Experience: Position requires a bachelor's degree in engineering, business, or related scientific or technical discipline and at least six years of related experience. A master's degree in the fields described above, and five years of experience, or ten years of related experience without a degree may be substituted.

ENGINEER 4: E 4

Functional Responsibility: The Engineer 4 provides services for programs and projects. May act independently under general direction, or supervise and/or guide efforts of less experienced engineering personnel. Analyzes operational requirements from the user community and responds to business, management and technical system requirements using industry-standard system development methodologies. Prepares, implements or validates and performs within cost estimates for business or engineering systems. Provides guidance to engineers and technicians as they work on detailed designs, development, building and testing. Leads engineering design work to transform system requirements and engineering specifications into a complete system design. Uses specialized knowledge in exercising Quality Assurance,



Configuration Management, and reliability and maintainability to control design and production, and minimize life cycle cost.

Education and Experience: Position requires a bachelor's degree in engineering or a related scientific or technical discipline, and at least six years of related experience. A master's degree in the fields described above and five years of related experience; or ten years of related experience without a degree may be substituted.

LEVEL 11

ANALYST 4: AN 4

Functional Responsibility: The Analyst 4 performs complex business analysis and process improvement duties. Performs functional and operational analysis for a broad range of business management or technical disciplines. Maintains liaison with senior staff. Responsible for maintaining work standards, reviewing work, supporting resolution of discrepancies, and assuring the adherence to policies, purposes, and goals of the organization. Uses specialized knowledge in exercising Quality Assurance, Configuration Management, and reliability and maintainability to control cost, design and production, and minimize life cycle cost. Duties require use of structured analysis, design methodologies and tools, and may include supervision of personnel.

Education and Experience: Position requires a bachelor's degree in business, or a related scientific, technical or business discipline with at least six years experience A master's degree in the fields described above and five years of related experience, or ten years of related experience without a degree may be substituted.

TECHNICAL SPECIALIST 4: TS 4

Functional Responsibility: The Technical Specialist 4 supports higher level Technical Specialists, engineers and analysts in business, management and technical analysis efforts in specialized support disciplines including but not limited to Program Management, Training, Documentation, Tech Writing, Network, communications and Graphics/Engineering Graphics. Evaluates projects with regard to the achievement of technical requirements. May be required to provide daily supervision and direction to assigned staff.

Education and Experience: Position requires a bachelor's degree and at least six years of related. Experience, or ten years of related experience without a degree may be substituted.

LEVEL 10

PROGRAM MANAGER 2: PM 2

Functional Responsibility: The Program Manager 2 manages specific business, management and technical projects and ensures that schedules, cost and technical effort is managed, and products are prepared and delivered in a timely manner. Responsible for formulating and enforcing work standards, assigning resources and staff, preparing and adhering to cost budgets, approving work schedules, reviewing work, resolving discrepancies, supervising personnel, and communicating policies, purposes, and goals of the effort to subordinates. Maintains customer liaison and direction of lower level staff.

Education and Experience: Position requires a bachelor's degree in a business, engineering, technical or management area and at least three years of related experience. A master's degree

in the fields described above with two years of related experience, or seven years of related experience without a degree may be substituted.

ENGINEER 3: E 3

Functional Responsibility: The Engineer 3 provides services for agency programs and projects. Supervises and guides efforts of less experienced personnel. Implements operational requirements from the user community and establishes business, management and technical system requirements using industry-standard system development methodologies. Performs design work to transform system requirements and specifications into a complete system design. Uses specialized knowledge in exercising Quality Assurance, Configuration Management, and reliability and maintainability to control design and production, and minimize life cycle cost.

Education and Experience: Position requires a bachelor's degree in engineering, business or a related scientific or technical discipline, and at least three years of related experience. A master's degree in the fields described above and two years of related experience; or seven years of related experience without a degree may be substituted.

TECHNICIAN 5: T 5

Functional Responsibility: The Technician 5 analyzes and develops requirements, prepares specifications and modifies hardware as necessary to meet specialized user needs. Leads preparation of plans and installation packages. Develops schedules, organizes, directs, and leads the efforts of assigned technicians. Directs and leads preparation of configuration change drawings and documentation. Prepares installation and test reports. Coordinates post installation operations and maintenance.

Education and Functional Qualifications: Has practical, technical experience with installation, test, operations and maintenance of equipment, systems and facilities. Minimum education requirement is a high school diploma, and seven years of experience.

LEVEL 9

ANALYST 3: AN 3

Functional Responsibility: The Analyst 3 assists systems analysts in eliciting operational requirements from user community and supports the achievement of business, management and technical system requirements by performing analytic efforts as assigned. Carries out basic work to support the transformation of overall requirements and architecture to a complete design. Assists in assuring consistency of overall effort.

Education and Experience: Position requires a bachelor's degree in a related scientific, technical or business discipline and three years of related experience, or seven years of related experience without a degree may be substituted.

TECHNICAL SPECIALIST 3: TS 3

Functional Responsibility: The Technical Specialist 3 supports higher level technical specialists, engineers and analysts in specialized support disciplines including but not limited to Program Management, Training, Documentation, Tech Writing, Network, communications and Graphics. Evaluates projects with regard to technical requirements. Extracts operational



requirements from user community and supports the achievement of business, management and technical system requirements. Capable of performing independent, unsupervised effort.

Education and Experience: Position requires a bachelor's degree and at least three years of related experience, or seven years of related experience without a degree may be substituted.

ADMINISTRATOR 5: AD 5

Functional Responsibility: The Administrator 5 provides independent administration of business or management related facilities. Responds to high-level clients or company program managers in controlling and administrating all related management duties including maintenance of habitability, access, security, equipment and furniture, space management, parking, supplies, and other facility management functions. Prepares facility administrative plans and reports. Performs review, analysis, modification, development or preparation of program, project or office administrative operating plans and procedures. Controls and schedules conference and meeting spaces, and related electro optic equipment required for presentations, symposia, working groups and general meetings. Trains and directs lower level Administrators in the implementation of administrative plans and procedures. Has in depth knowledge and understanding of business, management, technical, programmatic, office or corporate project responsibilities. Supports the execution of work under contract or in support of company administrative functions. Has in depth knowledge of company procedures for resource acquisition, maintenance and support including but not limited to, staffing and staff retention, Human Relations functions, travel policy and control, facilities services, equipment, furniture and office supplies. Advises company managers and personnel on the content, implementation and compliance with policies and procedures. Deploys company project and cost management tools and software. Prepares or provides program management or project reports covering company operations or deliverables under a project.

May report to a Program Manager or Project Manager in meeting contract responsibilities. Prepares and coordinates schedules to facilitate completion of proposals, and preparation of contract deliverables reports, task order review, and briefings. Prepares or provides program management or project reports covering deliverables under a project. Tracks technical, financial, and scheduling progress of programs or tasks for the program or project managers.

Education and Experience: Position requires a bachelor's degree in a business, or related technical discipline, and six years of related experience. An Associate's degree and eight years of related experience, or ten years of related experience without a degree may be substituted.

LEVEL 8

PROGRAM MANAGER 1: PM 1

Functional Responsibility: The Program Manager 1 manages specific tasks and ensures that project schedules and are met and products and services are provided in a timely and cost compliant manner. Maintains customer liaison and direction of lower level staff. Responsible for enforcing work standards, assigning resources and staff, preparing and adhering to cost budgets, approving work schedules, reviewing work, resolving discrepancies, supervising personnel, and communicating policies, purposes, and goals of the effort to subordinates.

Education and Experience: Position requires a bachelor's degree in a business, management, engineering, technical, or operational area, and one year of specialized experience. Five years of related experience without a degree may be substituted.

ENGINEER 2: E 2

Functional Responsibility: The Engineer 2 provides services for agency programs and projects. Implements engineering system requirements using industry-standard system development methodologies. Performs engineering design, systems integration, engineering change/configuration evaluation and implementation, and test and evaluation. Performs within cost budgets for delivering business, management or technical systems. Follows procedure in exercising Quality Assurance, Configuration Management, and reliability and maintainability to control design and production, and minimize life cycle cost.

Education and Experience: Position requires a bachelor's degree in engineering or a related scientific or technical discipline, and one year of related experience. A master's degree in the fields described above; or five years of related experience without a degree may be substituted.

TECHNICIAN 4: T 4

Functional Responsibility: The Technician 4 analyzes and develops requirements, prepares specifications and modifies hardware as necessary to meet specialized user needs. Leads preparation of plans and site installation technical design packages. Develops schedules, organizes, directs, and leads the efforts of assigned technicians. Directs and leads preparation of configuration change drawings and documentation. Prepares installation and test reports. Coordinates post installation operations and maintenance.

Education and Functional Qualifications: Minimum education requirement is a high school diploma and five years of experience.

LEVEL 7

ANALYST 2: AN 2

Functional Responsibility: The Analyst 2 performs a specific range of business, management and technical systems analysis support functions and reporting. Follows reliability and maintainability guidance and policy to minimize life cycle costs of finished products.

Education and Functional Qualifications: Position requires a bachelor's degree in a related business, management, scientific, or technical discipline and one year of related experience. Five years of related experience without a degree may be substituted.

TECHNICAL SPECIALIST 2: TS 2

Functional Responsibility: The Technical Specialist 2 supports higher level Technical Specialists, engineers and analysts in specialized support disciplines including but not limited to business and program management, Training, Documentation, Tech Writing, Network, communications and Graphics/Engineering Graphics. Evaluates engineering projects with regard to technical requirements. Extracts operational requirements from user community and supports the achievement of system requirements.

Education and Experience: Position requires a bachelor's degree and one year of related experience, or five years of related experience without a degree may be substituted.

ADMINISTRATOR 4: AD 4

Functional Responsibility: The Administrator 4 responds to client or company program managers, and higher-level administrative managers in performing administrative and related

management duties. Prepares inputs to administrative plans and reports. Performs review, and analysis, and recommendations for modification, development or preparation of program, project or office administrative operating plans and procedures. Assists clients or company managers in meeting planning and support, record keeping and report generation. Trains and directs lower level administrators in the implementation of administrative plans and procedures. Should possess knowledge and general understanding of technical and programmatic, office or corporate project responsibilities for the execution of work under contract or in support of company administrative functions. Has working knowledge of company procedures for resource acquisition, maintenance and support including but not limited to, staffing and staff retention, Human Relations functions, travel policy and control, facilities services, equipment, furniture and office supplies. Supports company managers and personnel in complying with policies and procedures, may be required to have experience in company project and cost management tools and software. Supports preparation of program management or project reports covering company operations or deliverables under a project.

May report to either a Program Manager or Project Manager in meeting contract responsibilities. Supports preparation and coordination of schedules to facilitate completion of proposals, contract deliverables reports, task order review, and briefings.

Prepares or provides program management or project reports covering deliverables under a project. Capable of tracking technical, financial, and scheduling progress of programs or tasks for the program or project managers.

Education and Experience: Position requires a bachelor's degree in a business, or related technical discipline, and one year of related experience. An Associate's degree and three years of related experience, or five years of related experience without a degree may be substituted.

LEVEL 6

ENGINEER 1: E 1

Functional Responsibility: The Engineer 1 performs basic engineering functions and carries out assignments to transform overall business, management and technical requirements to support design and development for business, management, or technical systems. Contributes to consistency of effort. Works in accordance with technical direction and approved cost and schedule budgets.

Education and Experience: Position requires a bachelor's degree in engineering, or related scientific or technical discipline.

TECHNICIAN 3: T 3

Functional Responsibility: The Technician 3 implements requirements, uses specifications and modifies equipment or systems as necessary to meet specialized user needs. Prepares engineering plans and site installation technical design packages. Follows schedules for assigned tasks. Prepares configuration change drawings and documentation. Supports test conduct, performs installation and prepares installation and test reports. Provides post installation operations and maintenance.

Education and Experience: Position requires a high school diploma and four years of related experience.

LEVEL 5**ANALYST 1: AN 1**

Functional Responsibility: The Analyst 1 performs basic analytical work in support of higher-level analysts, engineers and technical specialists. Contributes to assuring consistency of overall analytical effort. Maintains records and drafts preliminary reports

Education and Experience: Position requires a bachelor's degree in a related scientific, technical or business discipline, or four years of related experience without a degree may be substituted.

TECHNICAL SPECIALIST 1: TS 1

Functional Responsibility: The Technical Specialist 1 supports higher-level technical specialists, engineers and analysts in specialized support disciplines including but not limited to Program Management, Training, Documentation, Tech Writing, Network, communications and Graphics/Engineering Graphics. Supports business, management, and technical projects with regard to satisfying technical requirements.

Education and Experience: Position requires a bachelor's degree, or four years of related experience without a degree may be substituted.

ADMINISTRATOR 3: AD 3

Functional Responsibility: The Administrator 3 prepares project management administrative plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, and briefings. Performs analysis, development, and review of program administrative operating procedures. Tracks business, management, technical, financial, and scheduling progress of the program or task for the program or project manager. Provides periodic input to program or project reports covering deliverables under a project. Possesses working knowledge of project and cost management tools and software for use in tracking project progress. Reports to the Program Manager or Project Manager in meeting contract responsibilities. Has knowledge and understanding of engineering project responsibilities for the execution of work under the contract.

Education and Functional Qualifications: Position requires an associate's degree in engineering, business, or related technical discipline and two years of related experience. Four years of related experience without a degree may be substituted.

LEVEL 4**TECHNICIAN 2: T 2**

Functional Responsibility: The Technician 2 implements basic requirements, interprets specifications and performs system installations, modifications, repairs or maintenance to meet specialized user needs. Follows schedules for assigned tasks. Supports test conduct, performs installation and prepares installation and test reports. Supports post installation operations and maintenance.

Education and Experience: Position requires a high school diploma and three years of related experience.

LEVEL 3**ADMINISTRATOR 2: AD 2**

Functional Responsibility: The Administrator 2 supports preparation of project management administrative plans and reports. Assists in coordinating schedules to facilitate completion of proposals, contract deliverables, task order review, and briefings. Supports development, and review of program administrative operating procedures. Gathers data for technical, financial, and schedule progress reporting for the program or project manager. Performs basic maintenance of administrative documentation.

Education and Experience: Position requires an associate's degree and one year of related experience, or three years of related experience without a degree may be substituted.

LEVEL 2**INTERN 2: I 2**

Functional Responsibility: The Intern 2 is a college student and assists in the performance of general assignments including collection of information, performing calculations, preparing diagrams and drawings, dissemination of reports, and other duties.

Education and Experience: Position requires two years of on-going college education with business or management focus.

TECHNICIAN 1: T 1

Functional Responsibility: The Technician 1 implements basic requirements, uses specifications to assist in installing, modifying or repairing and maintaining systems/equipment to meet specialized user needs. Follows plans and installation technical packages. Follows schedules for assigned tasks. Supports test conduct, installation and preparation of installation and test reports. Supports post installation operations and maintenance.

Education and Experience: Minimum education requirement is a high school diploma and basic technician training or related experience.

LEVEL 1**ADMINISTRATOR 1: AD 1**

Functional Responsibility: The Administrator 1 performs basic clerical functions. Monitors and supports data and computerized report processing. Coordinates input and output file media. Distributes output reports and performs computer operations on desktop or office information technology platforms.

Education and Functional Qualifications: Position requires a High School Diploma with courses that include business, management or information systems orientation and use.

INTERN 1: I 1

Functional Responsibility: The Intern 1 performs general duties under direct supervision, performs support functions including data entry and database updates. Supports product preparation, reprographics, and other duties as assigned.

Education and Functional Qualifications: Position requires a high school diploma.